

**EYES ONLY**

ORD-1399-77

29 JUL 1977

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

[REDACTED]  
GS-06 to GS-07

STAT

1. [REDACTED] has been performing the duties of senior secretary for the Problems Analysis Staff under my supervision since November 1976. She was promoted to her present grade on 18 August 1974.

STAT

2. I have been impressed with [REDACTED] eagerness to perform her function in a proficient error-free manner. She has performed her duties with a minimum of direction and readily assumes the responsibility of preparing the variety of documentation prepared by PAS. Her work is always neat, timely and in every way exemplifies that of a senior secretary. Her pleasant manner and attitude are traits that I value highly as a prerequisite for any senior secretary. She interfaces well with office personnel and has contributed to the smooth operation of the Front Office.

STAT

3. It is my judgment that [REDACTED] has in every way succeeded to the level of senior secretary, and I strongly recommend that she be promoted to GS-07, the grade associated with that level of accomplishment and performance, as soon as is practicable.

STAT

STAT

[REDACTED]  
AC/PAS/ORD

**EYES ONLY**

**ADMINISTRATIVE**

**ADMINISTRATIVE - INTERNAL USE ONLY**

**EYES ONLY**

SUBJECT: Recommendation for Promotion -

GS-06 to GS-07

STAT

RECOMMEND APPROVAL:

[Redacted Signature Box]

Chairman, Special Panel, ORD

**7 SEP 1977**

Date

STAT

APPROVED:

[Redacted Signature Box]

Director of Research and Development

**12 SEP 1977**

Date

STAT

Distribution:

- 0 - Addressee
- 1 - C/SB/MS/ORD
- 1 - SP/ORD

AC/PAS/ORD/DD/S&T

[Redacted Signature Box]

STAT

**EYES ONLY**

**ADMINISTRATIVE - INTERNAL USE ONLY**